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Communications 2

X-LIAISON

SR-6-6580

FEB 17 1955

MEMORANDUM FOR: Chief of Logistics

SUBJECT : Reply to Letters from Outside Agencies

1. It is Agency policy that letters to the Director from other governmental agencies be answered within five days unless a definite due date is specified. The action office is not responsible for all the delays as frequently considerable time is consumed before the letter reaches it, however, unless the action office expedites and closely follows the preparation of a reply, the due date is not always met.

2. A recent example of this occurred in the preparation of a reply to a letter from General Services Administration, dated 6 January 1955. The letter requested an answer by 7 February. It was forwarded by this office to the Logistics Office on 14 January. The reply, which reached this office on 10 February, indicated it had been prepared by the Procurement Division on 28 January and was concurred in by the Logistics Office on 9 February.

3. In order to prevent such recurrences, please set up a procedure which will expedite the answering of letters from outside agencies, and will make certain due dates are met.

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15/  
L. K. WHITE  
Deputy Director  
(Support)

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